

THREE YEAR CAPITAL PROJECT PLAN INSTRUCTIONS

New York State Office of Parks, Recreation and Historic Preservation (OPRHP)

Snowmobile Trail Grant-In-Aid Program

Submission Deadline: September 1st

The revised three-year plan form allows TMEs to inform sponsors and OPRHP of specific, high-cost capital projects that may take place on their trail system in greater detail than the estimated budget form. Capital projects are those that involve specific purchases for discrete goals, not expenses made in the course of regular grooming, sign posting, or other annual maintenance duties.

1. **Trail Name** The primary funded trail or trails the work will be performed or installed on. A funded trail must be associated with a capital project.
2. **Project Description** Please provide a general overview of the project's goals and reasoning, such as a rotted bridge deck or tread resurfacing after a washout.
3. **Projected Budget** The total amount estimated to be spent on the project through verifiable expenses.
4. **Timeline for implementation** Please indicate if the project has begun, will begin, or will end in the next three years.
5. **Documentation** Photos should be provided before project implementation with the Phase II Application and after project completion and/or grant year close out with the Phase III Expense Report.

